



AQUATIC FACILITY RESERVATION GUIDELINES

For Office Use Only:	
Date Submitted: _____	Submitted By: _____

1. **Reservation of Pools:** When Roanoke Parks and Recreation programming schedules permit, rental of aquatic facilities to groups and organizations are available on a first-come, first-served basis. Reservations during non-operational hours are contingent upon the Department’s ability to secure supervisory staff.
2. **Confirmation of Reservations:** Reservations are not confirmed until the fee is paid.
3. **Payment:** Payment will be accepted only at Roanoke Parks and Recreation Administrative Office at 215 Church Avenue, SW, Room 303, Roanoke, VA 24011. Cash, check, money order, and major credit cards are accepted.
4. **Timing of reservations:** Reservations must be confirmed a minimum of two (2) weeks in advance and may be confirmed a maximum of (4) weeks in advance.
5. **No admission fees:** Groups may not charge admission to events held at the pool.
6. **Group Belongings:** The City assumes no responsibility for group belongings.
7. **Right to Deny Use:** Roanoke Parks and Recreation reserves the right to deny use if such use is not considered to be in the best interest of the Department or the facility.
8. **Alcoholic beverages:** Alcoholic beverages are prohibited at all aquatic facilities.
9. **Staff Requirements:** All rentals require a manager plus the number of lifeguards indicated in the following table:

Number of Swimmers	Lifeguards Required
0-50	2
51-100	3
101-150	4
151-200	4
201-250	5
251-300	6
301-350 (max)	7

Additional staff will be required for use of the baby pool.

Aquatic Facility Rules

1. **Supervision of children:** Adult supervision is required for all children during regular hours as well as any parties or special reservations.
2. **Swim Attire:** Only proper swim attire is allowed in the pool. Cut-offs, t-shirts, or halter tops are not permitted in the water.
3. **Wading Pool:** Use of the wading pool is limited to children six (6) years of age and under with adult supervision.
4. **No glass:** No glass objects may be brought into the facility enclosure.
5. **Behavior:** No running, pushing or horseplay.
6. **Diving Area:** No one under the age of six (6) is allowed in diving area. Those who are older than six must be able to swim the width of the main pool in order to use the diving area.
7. **Smoking:** Smoking is not allowed in the locker rooms.